

Town of Saint Andrews

**Council's Member Policy for the Planning Advisory
Committee**

Date Approved by Council: July 5, 2021
Revised October 21, 2021

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Member Policy

Section A – Role of the Planning Advisory Committee

The Planning Advisory Committee (PAC) of Town of Saint Andrews shall perform both as a decision-making and an advisory role on behalf of the Town. The role of the Planning Advisory Committee is critical to the ongoing administration and review of planning by-laws and the decisions made by this Committee can have significant impacts on how development occurs within the community. As such, the role and proper functioning of the Planning Advisory Committee must be given due care and attention in both its establishment and in its ongoing work. The functions of this type of committee are established in various sections of the *Community Planning Act*.

Section B – Member Policy

1. Composition, Appointments, and Removals:

1.1 The Council of the Town of Saint Andrews shall appoint or remove individuals via written notice to the Planning Advisory Committee on the basis of the following criteria:

- No more than 1/3 of the Planning Advisory Committee membership shall be made up of Council members.
- Committee members should have some basic knowledge of the planning and local government functions as well as experience on volunteer-based committees. In addition, the Council, in appointing members to the PAC, should seek a diversity of skills and perspectives (e.g. legal, planning, design, etc.)
- Except for seats to be filled by Council members, vacancies on the PAC shall be publicly advertised on the Town's website for three (3) months with an outline of the duties and qualifications of membership and request a written application and CV from all prospective members.
- Committee members can be removed from the PAC if there is: financial, legal, or ethical impropriety; abuse of authority; deliberate disregard for the *Community Planning Act*, municipal bylaws or PAC operating policy; inability to carry out their duties due to suspected substance abuse; persistent unprofessional conduct/language at meetings; unprofessional/unapproved interaction with the media; three (3) consecutive and unexplained absences from Committee meetings; taking any unauthorized action pertinent to the Committee; or any other criteria as determined via a resolution of the Council of the Town of Saint Andrews.

1.2 The names of the individuals on the Planning Advisory Committee shall be posted on the Town web site and the Chairperson and Vice-Chairperson of this Committee shall also be identified.

1.3 The members appointed to the Planning Advisory Committee, are to be considered as "at-large" members who are participating in decision-making and advisory services for the whole Town. They are not to represent a specific interest group or separate organization. It is expected that they will serve in such a way as to bring a greater understanding and knowledge of the entire Town.

Regular Council Meeting: July 5, 2021

Motion: 253 - 07/21

Moved By: Councillor Heenan

Seconded By: Councillor Gumushel

That Council approve the Council’s Member Policy for the Planning Advisory Committee for selection of PAC members by Council.

Carried 6 – 0

Brad Henderson, Mayor

Paul Nopper, Clerk – Senior Administrator